



List of Composure and Stress Management Methods: List 2i

CHECKLIST

Quick composure techniques:

- ☐ A time-out break, to shake things off
- ☐ Talk - debrief with a colleague or family or friend
- ☐ Short-term Distractors. A switching-off technique - brief distractors for 2 mins include a quick break, listen to music, reading, looking out the window, tidying up the work area, grabbing a snack.
- ☐ Relaxation and 'centering' strategies:
 - ☐ Breathe Deeply and Body-Scan to Relax
 - ☐ Grounding Mindfulness (in the here and now)
 - ☐ Meditation or visualization or (even prayer)
 - ☐ Yoga (yes, you can use a quick version in a discreet place)

Checklist of positive energy techniques:

- ☐ Going for a walk
- ☐ Stretching or quick physical exercises
- ☐ Do something pleasant or fun; do something that makes you smile
- ☐ Positive thinking, calming thoughts; mottos; self-talk
- ☐ Remind yourself of your values, strengths and achievements
- ☐ Recall positive memories and future plans
- ☐ Take steps towards your goals (a project, hobby or plan you have)
- ☐ Gratitude (a focus on what's working well, what's good right now)
- ☐ Do things that make you feel good, things you get absorbed in (where time just flies by)
- ☐ Stop – Think – Plan – Act
- ☐ Yours? _____

Stress Management Techniques

Use Healthy lifestyle Practices

- ☐ 7-9 hours sleep
- ☐ Hydration and balanced diet for good nutrition
- ☐ Exercise and physical activity
- ☐ Hobbies/interests
- ☐ Limit the use of substances

Use a Problem-Solving Approach

- ☐ Identify what causes you stress and determine solutions to manage it
- ☐ Check your thinking and assumptions about the given situation
- ☐ Zoom out to look at the big picture, from other perspectives
- ☐ Ask for help and advice – be open to feedback (it has many benefits)
- ☐ Set realistic goals, determine the action steps and track your progress
- ☐ Organise your life and communicate your needs to others